

Administration

Employee
ResponsibilitiesEmployee Status
Changes

- POLICY:** .01 The Laboratory maintains current records of each employee's name, family status, home address, and work location (organization, Mail Stop, building, and room number).
- CHANGE IN NAME:** .02 It is each employee's responsibility to notify the Group Office promptly when his or her name has changed. The Division or Group Office is responsible for submitting a Personnel Action form to the appropriate Employment Representative in the Employment Group (PS-1).
- CHANGE IN FAMILY STATUS:**
- Benefits** .03 The employee must report promptly any changes in family status (marriage, divorce, addition to family, etc.) to the Benefits Group (PS-3) by completing and submitting a "Next of Kin" form. PS-3 uses this form, available from the Group Office, to update benefits records.
- Security** .04 An employee who, after submitting a **Questionnaire for Sensitive Positions**, marries an uncleared person must submit DOE Form DP-354, Data Report on Spouse, to Personnel Security (OS-12) **within 45 calendar days of the marriage**. The form is available from OS-12. If two cleared employees marry, OS-12 must be notified by memorandum or telephone call. PS-1 sends OS-12 a Personnel Action form if there is a name change; however, the employee must notify OS-12 of the marriage even if there is no name change.
- Income Tax Withholding** .05 These changes may influence an employee's payroll deduction for income tax purposes. An employee who wishes to change deductions may obtain a W-4 Form from the Payroll Group (FIN-2) for this purpose.
- CHANGE IN HOME OR** .06 ✂ Each office, through the group level, updates

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WORK LOCATION:

directory information on the Information Management (INFORM) Personnel System for all employees in the group code. Line managers may delegate this update authority to any employee but must be aware that the Personnel System contains information protected by the California Information Practices Act (CIPA). See [AM 708](#). Call the INFORM Office to obtain user guides for the Personnel System or to request training, information, or assistance. Questions about the collection of employee-location information may be directed to the Communications and Records Management Division (CRM).